

Regularly Scheduled Recertification
Initial Notice

12/02/2002

Carrie Batchelor
298 18TH AVENUE--- #298304A
NEWARK, NJ 07108-

Dear Ms. Batchelor:

The Department of Housing and Urban Development (HUD) requires that we periodically review your income and family composition to determine if you are still eligible to receive housing assistance.

To complete our review of your income and family composition, you must meet with TASHANA BALDWIN at our office at 298 18TH AVENUE and supply the required information. TASHANA BALDWIN will be available for recertification interviews on 02/05/2003.

Please contact TASHANA BALDWIN at 973-242-4400 as soon as possible and set up an appointment.

To help us in processing your recertification, please bring the following information with you to the interview. Bring only those records which apply to your household:

1. Receipts or stubs for employment, unemployment, self employment, social security, supplemental security income, welfare, pension funds, alimony/child support payments, educational status, etc.
2. Information regarding savings and checking accounts, money market funds, trusts, certificate of deposits, stocks/bonds, IRA/Keogh or other Retirement/Investment Accounts, etc.
3. Bills for medical insurance payments, health care professionals and facilities, eye doctors, dentists, hearing aids, prescription drugs, medical assistance, monthly payments on accumulated medical bills, etc.

If you do not respond to this letter by 02/10/2003, your lease gives us the right to raise your rent.

Sincerely,

Occupancy Manager
for
Project: FAIRVIEW HOME APARTMENTS